

CSO Call for Expression of Interest (EoI) for the WoS ECW-funded programme:

“Strengthening the education system inside Syria towards sustainable delivery of equitable, quality and protective education services for all children”

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| The Whole of Syria (WoS) is seeking proposals for its program entitled “Strengthening the education system inside Syria towards sustainable delivery of equitable, quality and protective education services for all children”, which has been approved for funding from Education Cannot Wait (ECW), a first global fund to prioritize education in humanitarian action. The WoS has been selected among the first recipients to be awarded and UNICEF was appointed as grantee. The actual programme management and decision making over grant funds and programme direction will be jointly undertaken by the WoS Education Coordinators (UNICEF and Save the Children International). Funds will be administered from UNICEF to partners using UNICEF's financial systems, and applicable rules and regulations, including those relating to procurement as well as the selection and assessment of Implementing Partners.  Proposals should demonstrate the Civil Society Organisations (CSOs’) capacity and the program’s plan to contribute to all the activities of the overall proposal. Detailed reporting on project activities, including disaggregation by school level, gender and age will be required, in line with UNICEF rules and regulations. Proposals must be for a total of 18 months and demonstrate efficiency and effectiveness. Proposals must be broken into two phases with the following timeframes:   1. October 2017- March 2018 (with budget proposed and capped at USD 350,000) 2. April 2018- March 2019 (with budget proposed and capped at USD 650,000)   The proposed ECW Programme aims to achieve three outcomes:  **OUTCOME 1**: Strengthened capacity of the education system to deliver a timely, coordinated and evidence-based education response  **OUTCOME 2**: Improved access for girls/boys to equitable education and learning opportunities  **OUTCOME 3**: Improved quality and relevance of formal and non-formal education within a protective environment  The purpose of the Call for Expression of Interest is to identify eligible CSOs or a consortium of them for prospective partnership at the WoS level with UNICEF. Eligible CSOs are invited to submit proposals for partnership to support achievement of results for children outlined in the 2017 Humanitarian Response Plan (HRP) for Syria and section 1.3 below.  CSOs that wish to participate in this Call for Expression of Interest are requested to send their submission clearly marked “CSO Call for Expression of Interest for the WoS ECW-funded programme: “Strengthening the education system inside Syria towards sustainable delivery of equitable, quality and protective education services for all children” at one of the following e-mail addresses, depending on the hub they are member of:   * For Damascus Hub submissions: Rania Zakhia ([rzakhia@unicef.or](mailto:rzakhia@unicef.or)g) and Tomoya Sonoda ([tsonoda@unicef.org](mailto:tsonoda@unicef.org)). * For Gaziantep Hub submissions: Maja Denic Munk ([mdmunk@unicef.org](mailto:mdmunk@unicef.org)) and Ayse Kocak ([Ayse.Kocak@savethechildren.org](mailto:Ayse.Kocak@savethechildren.org)). * For Amman Hub submissions: Francesco Calcagno ([fcalcagno@unicef.org](mailto:fcalcagno@unicef.org)) and Muna Sarsak ([Muna.Sarsak@savethechildren.org](mailto:Muna.Sarsak@savethechildren.org)).   Please note that CSOs members of more than one hub, can only submit a proposal in one hub and NOT in multiple hubs. This applies also to consortia submissions.  By: 14:00 local time, 11 August 2017  Applications must be submitted in the **English language**.  Any requests for additional information should be addressed in writing by: 28 July 2017 to Dina Craissati, e-mail: [dcraissati@unicef.org](mailto:dcraissati@unicef.org) and Erum Burki e-mail: [erum.burki@savethechildren.org](mailto:erum.burki@savethechildren.org). The WoS responses to any queries or clarification requests will be made available to all online at the WoS website ([www.wos-education.org](http://www.wos-education.org)).  Applications will be assessed by an evaluation committee at the Hub level to identify 1) submissions that meet the eligibility criteria 2) CSOs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. Eligible submissions will be reviewed in two stages: first they will be reviewed by the respective hub they submitted their proposal to, then they will be reviewed at the WOS level. Consortia of NGOs are strongly encouraged to apply.[[1]](#footnote-1)  It should be noted that participation to this Call for Expression of Interest does not guarantee the CSO will be ultimately selected for partnership with UNICEF and does not obligate UNICEF in any way to any CSO. Selected CSOs will be invited to review and finalise partnership agreements in accordance with criteria outlined in section 3.4 below and applicable UNICEF policy and procedures on partnership with CSOs.  Applicant CSOs will be informed of the outcome of their submissions by communication sent out to the email address that is indicated in the CSO submission by end of September 2017. |
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| **Section 1: Background** | |
| 1.1 The WoS Education | In 2014, the Security Council Resolutions (SCRs) 2139 and 2165 allowed cross-border operations from Jordan and Turkey (and potentially from Lebanon and Iraq) to deliver life-saving assistance to millions of people in need in Syria, specifically in besieged and hard-to-reach locations. Consequently, humanitarian leadership brought separate operations together under a single overarching framework referred to as the Whole of Syria (WoS) approach. This was established to engender a more principled, comprehensive, timely and accountable humanitarian response in both government- and non-government-controlled areas. With leadership from the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA), a WoS coordination architecture was established which consists of the following three main Hubs:   * The Damascus (Syria) Hub intervenes in both government- and non-government-controlled areas (the latter through cross-line interventions) predominantly through UN agencies, Syrian non-government organizations (NGOs) and international NGOs (INGOs), the Syrian Arab Red Crescent (SARC) and state-associated bodies. * Gaziantep (Turkey) and Amman (Jordan) Hubs intervene in non-government-controlled areas in the North and South of Syria, predominantly through Syrian NGOs and INGOs with support from UN agencies.   The WoS education sector is guided by two co-coordinators who coordinate sector activities across the three Hubs. Currently the WoS education sector is co-led by UNICEF and Save the children.  UNICEF and Save the Children are co-leads of the Global Education Cluster. In line with the global agreement, UNICEF and Save the Children have also been designated as the WoS Education Co-Focal Points through consultation with the three Hubs, as they demonstrate the necessary experience and expertise to fulfil these roles. As education cluster/sector co-leads, both UNICEF and Save the Children have global experience of facilitating coordination, application of standards, data management, monitoring and reporting, advocacy and resource mobilization, training and capacity building at sectoral level as detailed below  UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.  Save the Children International with 28 member organizations operational in over 120 countries is a leading child rights organization and as an education co-lead has institutional capacities at global, regional and country levels for emergency response, humanitarian policies, and collaboration with humanitarian and development partners. |
| 1.2 Humanitarian Response Plan in Syria | In the WoS response, UNICEF and Save the Children lead the WoS Education Sector and coordinate the response in line with the overall goal of the 2017 HRP for Syria. Further information on the HRP can be found on: <http://reliefweb.int/sites/reliefweb.int/files/resources/syr_wos_operational_plan_hrp_2017.pdf> |
| 1.3 Specific results and activities | The proposed ECW programme will focus around the following results to be achieved, together, by the three hubs of Damascus, Gaziantep and Amman:   * Access ensured to safe and protective learning environments for 65,000 out-of-school children affected by the conflict and girls and boys (5-17 years) at risk of dropping out in Syria * Improved quality of education in learning environments by providing professional development opportunities to 2,500 teachers and education personnel, with an indirect impact on 60,000 children during the two-year ECW investments cycle.   The WoS ECW specific program activities related to these sub-grants need to be included in the Attachment III (Programme Proposal) are indicated below. It is mandatory to include all the activities in the Programme Proposal and present it as a package of intervention to foster access to and quality of education. In addition, the programme proposal total budget needs to follow the ECW budget allocations set in percentage term in brackets below.  Improving access:   * Conduct joint Back to Learning campaigns with the education authorities (10%). * Provision of social protection services (school transportation, meals, vouchers, referral pathways) (3%). * Support formal and non-formal education through the establishment and rehabilitation of classrooms in tents, pre-fabs, temporary learning spaces, rented rooms to ensure safe and protective learning spaces (including provision of WASH, school furniture and other amenities) (21%). * Delivery of education supplies and teaching materials for teachers and children (11%). * Provision of non-formal education through remedial and catch up classes, accelerated learning programs, Self-learning Program and literacy and numeracy programs (10%).   Improving quality:   * Train teachers and education personnel in child centered, inclusive, gender sensitive, protective pedagogy and psychosocial support (11%). * Provide stipends/incentives to teachers and education personnel as well as teaching resources, kits and guides (15%). * Provision of supplementary and recreational materials to children attending formal and non-formal education (1%). * Improve teaching and learning through mainstreaming life skills and citizenship education (3%).   Please note that while formulating the proposal’s budget, **Project Support Costs** (under standard output “Effective and Efficient Programme Management”) **can only be 15% of the total budget**. In addition to the above, international CSOs must contribute at least 10% of the total budget cost. HQ support cost (7%) for international CSOs is part of the total budget ceiling (USD 1,000,000 as explained in page 1).  Within this framework, the WoS ECW investment will contribute to achieve the following results as outlined in the 2017 HRP:   * Increase safe and equitable access to formal and non-formal education for 3.3 million crisis-affected children (aged 5-17 years) * Improve the quality of formal and non-formal education for 1.3 million children (aged 5-17 years) within a protective environment |

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| **Section 2: Application requirements and timelines** | | |
| 2.1 Documentation required for the submission | The expression of interest shall include the following documentation:   * Copy of CSO registration in country of origin * Copy of CSO registration in Turkey or Jordan * Attachment I - Partner Declaration signed by authorised official * Attachment II - NGO Identification and Profile signed by authorised official * Attachment III - Programme Proposal (including detailed budget – Annex E). | |
| 2.1 Indicative timelines | Call for Expression of Interest issue date | [06 July 2017] |
| Deadline for submissions of CSO proposals | [17 August 2017] |
| Deadline for requests of additional information/ clarifications | [2 weeks before the deadline] |
| Review of CSO submissions | [4 weeks after the deadline] |
| Notification of results communicated to CSO | [2 weeks after review of submissions] |

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| **Section 3: Process and timelines** | | |
| 3.1 Review & evaluation of CSO submissions | The submission process will be coordinated by the Hub coordinators in the Damascus, Gaziantep and Amman hubs, and supervised by the WoS Education Coordinators, to make sure it is standardized, coherent and transparent.  **Only CSO submissions which comply with the requirements of the eligibility and exclusion criteria (section 3.2) will be eligible for further evaluation.**  At the hub level, CSO proposals will be sent to a technical committee to be established at the hub level. The technical committee will use the guidelines and scorecards for evaluating proposals developed by the WoS and make recommendations to the WoS Education Coordinators.  Recommended proposals selected by the technical committee will be anonymized and sent to the WoS Education co- coordinators for final review and approval. If a proposal from a local Syrian NGO is amongst the top ranked proposals, it will be given preference in an effort to strengthen the capacity and systems building inside Syria. Upon final endorsement from the WoS Education co-coordinators, CSOs with successful proposals, will be awarded grants to implement the activities in their respective geographic areas and sign programme cooperation agreements with UNICEF at the hub level.  It should be noted that participation to this Call for Expression of Interest however does not guarantee CSOs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership with CSOs. | |
| 3.2 Eligibility & exclusion criteria | 1. **Eligibility criteria:**   CSO **must**:   1. be registered in country of origin 2. be registered in Turkey and/or Jordan if applicable;[[2]](#footnote-2) 3. not be an entity named on any of the UN Security Council targeted [sanction lists](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml);[[3]](#footnote-3) 4. be registered with the hub and be an active member[[4]](#footnote-4) of the Education Sector/Cluster at hub level 5. be on the UN OCHA’s CSO platform (if applicable) 6. present a letter from relevant local authorities that states that the organization has permission to carry out the proposed project in the proposed areas. If the original letter is in a language other than English, an English translation must be provided along with the original letter. 7. have submitted to the respective Hub, their 4Ws for each month that they were an education cluster/sector member in 2017. 8. **Exclusion criteria**   CSO submission which:   1. are not sent via email to the Hubs contacts before the specified deadline; *or* 2. does not include all required documents duly completed and signed or does not comply with specifications set in this Call for Expression of Interest; *or* 3. does not meet the eligibility criteria above; *or* 4. are not submitted in English;   **will be excluded** from the selection process. | |
| 3.3 Selection criteria | Hub-level and WoS education co-coordinators will review evidence provided by the CSO submission and assess applications based on the below criteria. | |
| Proposal relevance, quality and coherence (65%) | Includes review of the proposed programme:   * Relevance of proposal to achieving expected results; * Clarity of activities and expected results; * Innovative approach; * Adequacy and clarity of proposed budget (including contribution by CSO); * The project is based on a recent needs assessment and be informed by needs. The assessment, if available, needs to be annexed to the proposal; * the project contributes to all the program outcomes (access and quality) and activities; * The project is aligned with the HRP 2017 sector strategic objectives; * The project targets geographical areas based on the 2017 HNO Severity Ranking; higher scores will be given to CSOs that are targeting communities in the severity scale 4, 5 and 6; * Project contributes to community ownership and resilience * Project demonstrates flexibility and include a contingency plan which outlines actions to be undertaken if the context changes * The project targets the most vulnerable (IDPs, children with disabilities, affected communities in rural, urban, militarily encircled, besieged and hard to reach areas); * The project addresses gender needs and protection (do no harm) risks; * Project outputs, budget and timeline are feasible and realistic reflecting value for money. A maximum of 15% of the budget can be allocated to project support costs; * The Project reports on the monitoring and evaluation indicators in the logical framework presented to ECW; * Projects show that inter-sector, inter-agency and cross-cutting issues are mainstreamed; * The CSO contributes at least 10% of the total budget cost. * Replicability/scalability. |
| Institutional capacity and sustainability (35%) | Includes a review of the CSO:   * Expertise and experience in the education sector and the proposed areas of implementation; * Local experience, presence and community relations; * Management ability; * Previous experience working with UN/UNICEF. |
| 3.4 Prospective partnership agreement | All CSOs will be informed of the outcome of their submissions by communication sent out to the email address that is indicated in the CSO submission.  Applicants whose proposals are assessed as having a specific comparative advantage to achieve results for children outlined in 1.3 above may be invited to jointly review and finalise the partnership agreement based on the following criteria:   * Prioritisation of proposed intervention in line with the work plan; * Availability of funding to support proposed intervention; * Complementarity or proposed action with ongoing interventions as per HRP education strategy;   Upon finalisation at technical level, the proposal for partnership for the Amman and Gaziantep Hubs will be submitted to the UNICEF Syria Crisis Emergency Coordinator based in UNICEF MENARO, Amman, for review and approval. Proposals for partnership for the Damascus Hub will be submitted to the UNICEF Syria Country Office Representative for review and approval. It should be noted however that the UNICEF Syria Crisis Emergency Coordinator and the UNICEF Syria Country Office Representative have the final authority to approve or reject any proposed partnership agreement on behalf of UNICEF. | |

## Attachment I – Partner Declaration (to be completed by CSO Applicant)[[5]](#footnote-5)

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| The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.  Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3. |

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| **Partner Declaration**  **Name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Partner | **Yes** | **No** |
| By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the [United Nations Security Council targeted sanctions lists](http://www.un.org/sc/committees/list_compend.shtml)  <http://www.un.org/sc/committees/list_compend.shtml> |  |  |
| By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (DEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD).  <http://www.unicef.org/crc/>  <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx>  <http://www.un.org/disabilities/convention/conventionfull.shtml> |  |  |
| Does the organisation have an Annual Report that is publicly available?  Attach the latest report or provide URL |  |  |
| Does the organisation have an annual audit of financial statements?  Attach the latest report or provide URL |  |  |

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Call for Expression of Interest is complete and accurate, and I understand that it is subject to UNICEF verification.

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| Signature |  |
| Name and title of the duly authorized partner representative |  |
| Name of the partner |  |
| Date |  |

## Attachment II – CSO Identification Profile (to be completed by CSO Applicant)[[6]](#footnote-6)

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| The purpose of this profile is to provide key contact references to UNICEF in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).  Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3. |

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| Section 1. CSO information | | |
| 1.1 Organization information | Organization Name |  |
| Acronym |  |
| Category of CSO[[7]](#footnote-7) |  |
| Address |  |
| Registration number | (copy of registration to be attached) |
| Telephone |  |
| Website |  |
| 1.2 Head of Organisation | Name, Surname |  |
| Function |  |
| Email |  |
| Telephone |  |
| 1.3 Contact person (if different from 1.2) | Name, Surname |  |
| Function |  |
| Email |  |
| Telephone |  |
| 1.4 Programme Proposal title(s) submitted with Application |  | |

| Section 2. CSO expertise and experience in the sector area | |
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| 2.1 CSO mandate, sector area and geographic coverage | *Outline the organisation’s mandate, field of work and geographic coverage* |
| 2.2 Available expertise and specialists | *Outline the distinctive technical capacity of the organisation in the sector area* |
| 2.3 Key results achieved over the past 5 years | *Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area* |

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| Section 3. Local experience, presence and community relations | |
| 3.1 Ongoing programmes in sector area | *Outline of type / scope of ongoing programmes in the sector area* |
| 3.2 Knowledge of the local context | *Outline of presence and community relations in the proposed programme location(s)* |
| 3.3 Existing networks | *Outline of ongoing collaborations with national institutions and local communities in the sector area* |

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| Section 4. Management Ability | | |
| 4.1 Annual budget | Size of annual budget (previous year, USD) |  |
| Source of core funds or income |  |
| Main funding partners/ donors |  |
| 4.2 Core staff | *Outline of number and key functions of core organisation staff* | |
| 4.3 Any other information  demonstrating financial capacity | *E.g. results of previous capacity assessments if available (such as the micro assessment)* | |

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| Section 5. Experience of working with UN/ UNICEF | | | | |
| Programme/project title | Total budget (USD) | Funding UN agency | Year end | Key results achieved |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

## Attachment III – Programme Proposal (to be completed by CSO Applicant)

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| The purpose of this proposal is to provide an outline of the proposed intervention for which the CSO is proposing to partner with UNICEF.  Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3. |

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| Section 1. Proposal overview | | | |
| 1.1 Programme title |  | | |
| 1.2 Results to which the programme contributes | *Refer to Section 1.3 of the Call for Expression of Interest* | | |
| 1.3 Programme duration | *18 months, from October 2017 to March 2019* | | |
| 1.4 Geographical coverage | *State/ province, etc*. | | |
| 1.5 Population focus | *Number of beneficiaries / groups* | | |
| 1.6 Programme Budget | From CSO |  | % |
| From UNICEF |  | % |
| Total |  |  |

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| Section 2. Programme description | |
| 2.1 Rationale/ justification  *(3 to 5 paragraphs; max 400 words)* | *“Why” this programme*  *This section outlines the problem statement, the context and the rationale for the Programme,:*   * *Overview of the existing problem, using data (disaggregated) from existing reports; who is affected and what are the barriers/bottlenecks to outcomes for children?* * *How the problem is linked to national priorities and policies;* * *The relevance of the Programme in addressing problem identified.* |
| 2.2 Expected results  *(No narrative required)* | *“What” this programme will achieve*  *The table below defines the programme results framework (results and their link to results defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme output).* |

| Result statement | Performance indicator/s[[8]](#footnote-8) | Baseline | Target | Means of Verification[[9]](#footnote-9) |
| --- | --- | --- | --- | --- |
| Corresponding result from Country programme/ Humanitarian Response Plan[[10]](#footnote-10) | - Xxx  - Xxx |  |  |  |
| Programme Output 1  *Service or product resulting from the programme* | *List each indicator in a separate line* |  |  |  |
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| Programme Output 2 |  |  |  |  |
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| 2.3 Gender, Equity and Sustainability  *(3 paragraphs; max 250 words)* | *“How” this programme takes into account gender, equity and sustainability*  *This section briefly mentions the practical measures taken in the programme to address gender, equity and sustainability considerations.* |
| 2.4 Partner’s contribution  *(1 paragraph; max 100 words)* | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| 2.5 Other partners involved  *(1 paragraph; max 100 words)* | *“With whom” will this programme works in partnership*  *This section outlines other partners who have a role in programme implementation, including other organisation providing technical and financial support for the programme.* |
| 2.6 Additional documentation  *(1 paragraph; max 100 words)* | *Additional documentation can be mentioned here for reference.* |

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| Section 3. Programme work plan and budget |
| *The table below defines the programme implementation work plan (the specific activities to be undertaken towards achievement of each of the programme outputs; the schedule of implementation; and the planned budget, including the CSO and UNICEF’s contributions to the programme).*  *Note: Text and costs in blue provided as an example. Please refer to Annex E (budget template), Annex F (budget guidance), Annex G (guidance on education supply procurement and Annex H (list of activities and indicators).* |

| Result Level | Result/activity | Timeframe (quarters/year(s) | | | | | | | Total (CSO+UNICEF) | | CSO contribution | | UNICEF contribution | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2017 | 2018 | | | | 2019 | |
| Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | | |  | |  | | Cash[[11]](#footnote-11) | | Supply | |
| Progr. Output 1: | *ACCESS* | | | | | | | | *400,000* | | *10,000* | | *190,000* | | *200,000* | |
| Act.1.1 | *Organise training of 500 health workers in community nutrition in 10 districts* | *x* | *x* |  |  |  | |  | *100,000* | |  | | *100,000* | |  | |
| Act. 1.2 | *Undertake community outreach activities & referral in 200 villages in 10 districts* | *x* | *x* | *x* | *x* | *x* | | *x* | *50,000* | |  | | *50,000* | |  | |
| Act. 1.3 | *Provide nutrition equipment & supplies in 50 health centres* | *x* |  |  | *x* | *x* | | *x* | *200,000* | |  | |  | | *200,000* | |
| Act. 1.4 | *Programme management and technical supervision* | *x* | *x* | *x* | *x* | *x* | | *x* | *50,000* | | *10,000* | | *40,000* | |  | |
| Progr. Output 2: | *QUALITY* | | | | | | | | Sub-total output 2 | | Sub-total output 2 | | Sub-total output 2 | | Sub-total output 2 | |
| Act 2.1 | Activity statement[[12]](#footnote-12) |  |  |  |  |  | |  |  | |  | |  | |  | |
| Act. 2.2 |  |  |  |  |  |  | |  |  | |  | |  | |  | |
| Progr. Output 3 | Effective and efficient programme management | | | | | | | | Sub-total output 3 | | Sub-total output 3 | | Sub-total output 3 | | Sub-total output 3 | |
| Act 4.1 | *Standard activity:* In-country management & support staff[[13]](#footnote-13) pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance) |  |  |  |  |  | |  |  | |  | |  | |  | |
| Act 4.2 | *Standard activity:* Operational costs pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance) |  |  |  |  |  | |  |  | |  | |  | |  | |
| Act 4.3 | *Standard activity:* Planning, monitoring, evaluation and communication[[14]](#footnote-14), pro-rated to their contribution to the programme (venue, travels, etc.) |  |  |  |  |  | |  |  | |  | |  | |  | |
| **Sub-total for programme costs** | | | | | | | | |  | |  | |  | |  | |
| HQ costs[[15]](#footnote-15) | HQ technical support(7% of the cash component) | | | | | | | |  | |  | |  | |  | |
| **Total programme document budget** | | | | | | | | |  | |  | |  | |  | |

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## List of Annexes

Annex A: ECW technical proposal

Annex B: ECW risk matrix

Annex C: ECW monitoring framework

Annex D: ECW logical framework

Annex E: Budget template

Annex F: Budget guidance

Annex G: Guidance on education supply procurement

Annex H: List of activities and indicators

Annex I: HRP 2017 sector strategic objectives

Annex J: HNO 2017 Severity Ranking by sub-district

1. In the case a consortium is constituted, a lead agency needs to be identified and will submit the application on behalf of consortium members. [↑](#footnote-ref-1)
2. For consortium applications, each consortium member must provide registration details. [↑](#footnote-ref-2)
3. For consortium applications, each consortium member must fill Attachment I – Partners Declaration Form [↑](#footnote-ref-3)
4. For consortium applications, at least 50% of consortium members should be members of the cluster/sector working group for more than four months. All consortium members must have submitted 4Ws for each month that they were a member in in 2017, even if they report that they had no activities in a given month. [↑](#footnote-ref-4)
5. For consortium submissions, please fill Attachment I for all members of the consortium [↑](#footnote-ref-5)
6. For Consortium submissions, please fill Attachment II for all members of the consortium. [↑](#footnote-ref-6)
7. Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify). [↑](#footnote-ref-7)
8. While formulating indicators please use those relevant in Annex H. [↑](#footnote-ref-8)
9. The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme workplan and budget). [↑](#footnote-ref-9)
10. Refer to Section 1.3 of the Call for Expression of Interest. If the programme contributes to more than one result, each should be identified in a separate line, with programme outputs listed below each corresponding result.. [↑](#footnote-ref-10)
11. The budget must be prepared in USD. [↑](#footnote-ref-11)
12. Costs budgeted as part of the programme output budgeting include the following (please refer to Annex F):

    Cash for activities, such as workshop or trainings;

    Cost of supplies that directly assist beneficiaries or beneficiaries institutions, including warehousing, transport and assembling;

    Technical assistance and costs of technical staff to directly support beneficiaries / beneficiary institutions (experts in health, education, protection, etc.);

    Cost of surveys and other data collection activities in relation to beneficiaries or measurement or programme expected results;

    Communication activities to directly support programme planned results. [↑](#footnote-ref-12)
13. Costs of technical assistance/staff directly related to the achievement of planned results are budgeted as part of programme output budgeting, see above footnote 7. [↑](#footnote-ref-13)
14. Costs of M&E and communication activities directly related to the achievement of the planned results are budgeted as part of the programme output budgeting, see above footnote 7. [↑](#footnote-ref-14)
15. Only payable to organizations with headquarters outside of the country of implementation/registration. [↑](#footnote-ref-15)